

Report for Week Ending 23 April 1958  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 19 actions requiring the printing of 755,800 copies or sets of blank forms. This represents a decrease of 12 actions and an increase of 313,350 copies or ~~sets~~ <sup>sets</sup> compared to last week.
- (2) Three new and five revised forms were approved.

b. Intangible

- (1) The Survey being conducted in the Printing [redacted] by Mr. [redacted] has continued in suspense [redacted] status regarding the Reporting and Cost Accounting Procedures. However, two forms have been developed for PSD and are now being printed. Discussion was held with a representative of an outside manufacturer, Mr. [redacted] regarding the printing of the Printing Services Requisition, Form No. 70. 25X1A6a 25X1A9a
- (2) Employee Suggestion No. 2906, and its related Suggestion No. 58-306 is presently engaging the attention of this Branch. The first suggestion involves the possible consolidation of five Name Check forms, one of which, incidentally, is soon to become obsolete. Suggestion No. 58-306 involves the possible carbon interleaving of the five page Form No. 1050, titled, "Personal Record Questionnaire", that is involved in the consolidation proposed in Suggestion No. 2906.
- (3) One form was redesignated.
- (4) In connection with the proposed revision of Form No. 540, Travel Order (Project No. 860) the following is reported by Mr. [redacted] 25X1A9a
  - a. Met with Office of Comptroller to discuss annual travel volume figures. Also, obtained approximate cost of travel for FY 1957 which does not include cost of personnel processing travelers, cost of equipment or space. 25X1A9a
  - b) Met with Messrs. [redacted] to review current status of project. In line with the [redacted] Memo decided to approach the support components with 11 proposed revisions to the Travel Order Form proposed by the Comptroller before furnishing our recommendations to the DDS. In line with this met with [redacted] and the Office of Logistics; additional conferences are scheduled this week with CPB and OL as well as Comptroller. Following our meeting the early part of this week, [redacted] is listing the essential information that they feel should be included on the form. 25X1A8a 25X1A8a

- (c) Discussions with the above components reveal that they do not concur with the proposed Agency regulation on travel orders originated by the Comptroller.
- (d) Following the preliminary meetings this week, it may be proposed that representatives of the above sections meet with us on a "Task Force" basis next week, during a one or two day session, to work out an answer to any points of difference.

- (5) The Army has at last agreed to the tentative use of a basically standardized format for the Information Report which I believe will be acceptable to CIA. Subject to my final internal coordination and Army's getting about \$5000 to purchase 2 new Davidson Systems Presses, the form and system are ready to be installed. Use of the form and the offset system will materially facilitate [REDACTED] operations when they become completely operational. 25X1A2g

- 25X1A8a (6) Proposed revisions of the [REDACTED] (Hot) Information Report Form  
25X1A9a and system were discussed with [REDACTED] and  
25X1A2g [REDACTED] and Army Staff Comm. (Capt. Troost). Miss [REDACTED] is now reviewing [REDACTED] reading files to determine their average length. This study will assist in our recommendations concerning a legal size versus a letter size form. 25X1A9a

## 2. Assignments

### a. Active

- (1) Sixteen new and eleven revised forms are pending.
- (2) Seven Employee Suggestions are being evaluated.

[REDACTED]

25X1A9a